

These minutes have been agreed by the Chairman and are now subject to approval at the Parish Council meeting on Monday 6 July 2015

BLOXHAM PARISH COUNCIL

DRAFT MINUTES OF THE PARISH COUNCIL MEETING HELD AT ST MARY'S PARISH ROOMS, BLOXHAM ON MONDAY 1 JUNE 2015 AT 7.30PM

PRESENT: Councillors Robert Giles, Patricia Hopkins, Gloria Lester-Stevens, Nick Rayner, Stephen Phipps, Andrew Taplin and Jenny Yates.

ALSO IN ATTENDANCE: Theresa Goss (Clerk and Responsible Financial Officer), Gillian Roberts (Co-opted member of the Parish Council's Environment Committee and Planning & Strategy Committee), District Councillor Christine Heath, County Councillor Kieron Mallon and one member of the public.

APOLOGIES: Apologies for absence were received from Parish Councillors Mary Groves, Geoff Mollard (Chairman), Sue Slater and Tom Smith and these were approved. Apologies were also received from John Groves BNDP Co-ordinator and District Councillor Lynda-Thirzie-Smart.

In the absence of the Chairman, the Vice-Chairman Jenny Yates, chaired the meeting.

The Vice-Chairman welcomed everyone to the meeting and reminded the Councillors and the public that recording of the meeting was permitted. However, she asked that should anyone wish to record the proceedings, could they please advise the Parish Council so that this could be facilitated.

15/15 DECLARATIONS OF INTEREST – There were no declarations of interest

Resolved that the interests be noted.

16/15 MINUTES - The minutes of the meeting held on 11 May 2015 were taken as read and duly adopted and signed by the Vice-Chairman.

Resolved that the minutes be approved.

17/15 MATTERS ARISING FROM THE MINUTES 11 MAY 2015

Minute Number 5/15 – 141/14 – Tadmerton Road ditch – Councillor Gloria-Lester-Stevens reported that the grill had been installed and local residents were very pleased with the work. Councillor Lester-Stevens had already thanked Gordon Kelman for the work being completed.

The Clerk was asked to contact Gordon Kelman about the progress with the Parish Council's request for the ditches to be cleared. **Action TG**

Minute Number 6/15 - Grass Cutting – Councillor Gloria-Lester-Stevens reported that the grass between The Avenue and Winters Way was still not being cut. The Clerk was asked to contact Nigel Prickett and ask him to include this area in the cutting schedule. **Action TG**

Councillor Stephen Phipps asked that Nigel Prickett to be asked to cut more closely to the ditches outside Bovis development on Barford Road. **Action TG**

Minute Number 141/14 Bovis Homes – Councillor Jenny Yates reported that contact had been made with Caroline Ford at Cherwell District Council and a meeting would be held shortly, to discuss with her the outcomes of her meeting with Bovis, as well as a number of other issues regarding the site on

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Barford Road. These issues included the lack of contained wheel washing, the boundary fence which should have been constructed prior to work starting, the footpath which currently ended in a hedge and an update on Thames Waters' continued request for more detailed information regarding the capacity of the existing drainage system and its ability to cope.

Minute Number 146/14 – Jubilee Park Barbed Wire Fence – A letter had been written to Bloxham School advising of the Parish Councils' and Management Committees' concerns with regard to the barbed wire fence which had been erected on land owned by the School. A meeting was being held with the Head Teacher and Bursar on 16 June 2015 at 6pm to discuss this matter further. Councillor Jenny Yates would be attending this meeting, along with two members of the Jubilee Park Management Committee.

Minute Number 8/15 – Planning – Traffic survey – Councillor Jenny Yates reported that the Parish Council was still waiting for Oxfordshire County Council to decide which method they would be using for their survey. However, it was now likely that Bloxham, Milcombe and South Newington Parish Councils would press ahead with a survey without the input of the County Council, to avoid any further delays.

Resolved that the report be noted.

18/15 RESIDENTS' ISSUES

1. Mr John Wyatt reminded the Parish Council that he was developing a new nursery in Ells Lane and he reported that he had recently received a letter from Oxfordshire County Council (OCC), asking him to remove the wooden posts which he had installed on the kerbside to stop people parking on the grass in Ells Lane.

In principle, OCC had no issues with the bollards, however permission should have been sought from OCC prior to their installation and the bollards should also have been installed by the County Council. If Mr Wyatt wished to have bollards he would have to pay for them at approximately £150 each. An alternative, was to paint a white line down the road instead, which indicated 'no waiting'. A meeting with Tracy Morton from OCC had already been arranged for the following day and Councillor Jenny Yates would also be attending with My Wyatt.

Mr Wyatt hoped that once the nursery was open, this would alleviate the parking problems, as people would use his car park instead of parking on the grass verges. Since the installation of the bollards, the grass on these verges had grown back and the area was looking much better.

Councillor Gloria Lester-Stevens reported that on Tadmarton Road, bird mouthed style bollards had been installed and as these were much cheaper, they could be an option for Ells Lane.

Mr Wyatt reported that he would also be applying for a small covered area for the nursery and the field was an excellent barrier for further development.

The Councillors felt that as unreasonable conditions had been placed on Mr Wyatt's planning application for the nursery when it had been granted, he should not have to remove these bollards. He had installed them in an attempt to protect the grass verge and relieve the persistent parking issues in Ells Lane.

2. Councillor Robert Giles reported on a copy of a letter from the County Council, which he had received concerning road markings in Little Green. In it, the County Officers reported that the

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'keep clear' road markings would be completed by the end of May but to date, the work had not been completed. County Councillor Kieron Mallon reported on the various issues in Little Green concerning the existing 'keep clear' markings and a new proposed disabled parking bay.

This matter had been reported to the County Council Cabinet member and following discussions with the local member and Highways Officers, it was agreed that the Highways Officers recommendation to refresh the existing markings would take place. In addition, the location of the new disabled parking bay would also be determined by County Council Highway Officers.

3. District Councillor Christine Heath reported that there was an on-going issue with a resident in The Avenue and she was dealing with the matter.
4. Councillor Paddy Hopkins reported that the laurel surrounding the pumping station on Cumberford Close needed cutting back again.
5. The Vice-Chairman brought forward the agenda item with regard to mobility issues in the village as it had originally be brought up by a resident.

Resolved that:

- 1) the reports be noted; and
- 2) Thames Water/Cherwell District Council be asked to cut back the laurel surrounding the pumping station in Cumberford Close. **Action TG**

19/20 Mobility Issues in Bloxham - Councillor Stephen Phipps reported that he had been approached by a resident with regard to the alley way from Gascoigne Way to Barford Road. The resident had requested that staggered railings be installed because he could not get past the current barriers when using his mobility scooter. At both ends of the alley way there were barriers which currently blocked his access and it was also difficult for parents with pushchairs too.

This resident had also raised the issue of the pavement on Barford Road, which stopped at the point where the alley way met the footpath. This original footpath had been laid to enable pedestrians to walk from the village to Bloxham Park.

With the growth of Bloxham Mill, a number of people now used this route and had to walk further along this stretch to the Mill. As the footpath did not go to Gascoigne Way, they had to walk in the road and this was not at all safe. Therefore, the resident had requested that the pavement along Barford Road be extended to Gascoigne Way.

Councillor Kieron Mallon suggested that the extended footpath could be funded by Section 106 monies from the various developments in the village, but on both matters, the County Council would need to be consulted.

Councillor Jenny Yates reminded the Parish Council that the green at the end of Gascoigne Way gave a softer edge to the village and would not like to see the grass removed in favour of a footpath.

Councillor Yates also advised that the barriers in the alleyway had originally been installed to stop mis-use of the alley way with motorbikes etc. However as they caused accessibility issues for those with pushchairs, wheel chairs and mobility scooters, the Parish Council felt that a more suitable solution was required.

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Resolved that:

- 1) the reports be noted;
- 2) the use of section 106 money for a proposed footpath on Barford Road be included on the 'wish list'; and
- 3) Tracy Morton at the County Council be consulted about how the barriers in the alley way could be replaced and also the feasibility of the proposed extension to the footpath on Barford Road.

Action JY

20/15 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS - Prior to the meeting, District Councillor Lynda Thirzie-Smart had circulated her report to the Parish Council.

County Councillor Kieron Mallon had nothing further to report, however he asked to receive copies of the agendas and minutes of the Parish Council Committees and advised that if there were any matters with which he could give his support, he would do so.

Councillor Christine Heath reported that there would be a site visit to Hyde Grove by the CDC Planning Committee and this application (15/00263/F) would be on the agenda for the next meeting of the Committee for its consideration.

Councillor Heath also reported that she had been advised by CDC that the Yeomans garage planning application was going to be withdrawn. However, it had not been withdrawn and the applicant was now going to appeal for non-determination. This had not yet been made official, but the plans were also being re-drawn.

The main issue with the delay had been that the planning consultants working for Cherwell District Council, had taken too long to consider the application this had held up the whole process.

Councillor Stephen Phipps reported that CDC did not have the necessary resources in the planning department, but were not managing the process with the consultants properly either.

Councillor Jenny Yates reported that the applicant had been very slow in responding to the requests from the Environment Agency with regard to the flooding information which was required.

Councillor Yates also highlighted that CDC should be refusing applications in accordance with the NPPF and not working for the applicant and advising them of a proposed refusal of the application. In doing so, it results in process being too long and drawn out and gave too much weight to the applicant. If the Environment Agency had great concerns about the application, then it should have been refused on those grounds.

Councillor Gloria Lester-Stevens reported that the neighbours to this development were concerned that the application would not be determined in the correct amount of time, which would result in it going to appeal and not being considered via the proper planning process. Councillor Heath had asked Caroline Ford for information on this case so she could present it to the Parish Council, but as yet, had not received any response.

Councillor Heath outlined the process which would be followed if the application did go to the appeal stage. However, Councillor Heath could not speak on the application because she knew the neighbours and had been close friends with them. It was hoped that Councillor Lynda Thirzie-Smart would speak on the application instead.

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Councillor Heath also reported that the Taylor Wimpey and Cala Homes applications could possibly be on the same agenda for the Planning Committee meeting. This would be the reserved matters, but due to the issues with the access to the site, Councillor Heath would be asking for a site visit. Councillor Heath hoped that it would be recommended for refusal by the Officers.

Councillor Heath advised that she was now Vice-Chairman of Cherwell District Council and the Parish Council congratulated her on the appointment.

The Councillors were thanked for their reports.

Resolved that the reports be noted.

21/15 PLANNING

- i) Planning Applications - Councillor Jenny Yates reported on the planning applications which had been considered by the Parish Council's Planning Committee since the last meeting.

Resolved that the planning applications and reports be noted.

- ii) Results of Planning Applications - Councillor Jenny Yates reported to the Parish Council on results of applications which had been determined by Cherwell District Council's Planning Committee.

Resolved that the results of the planning applications determined by Cherwell District Council, be noted.

- iii) Planning Matters – The Parish Council received the following updates:

- Parish Council meeting with Bovis Homes on 27 May 2015 – Councillor Jenny Yates reported that Thames Water was insisting that Bovis completed a sewer capacity assessment for the Barford Road site.

Bovis had also apologised for the lack of a fence around St Christopher's Lodge and it would be erected shortly, however it should have been erected before any works had started on the site.

As reported earlier in the meeting, there would be a meeting with Caroline Ford and there would be further discussion with CDC about a number of issues.

Councillor Yates also reported that she had been advised by Bovis that the words 'prior to commencement' in the planning conditions didn't specifically mean that works had to be completed before work started on the site. It meant that conditions would be completed as the developer started work on the site.

Thames Water had also now highlighted that although the drainage plans on-site had been agreed, it did not have the capacity off-site to take drainage from the Bovis site. It was unfortunate that Thames Water did not advise CDC about this before planning permission was granted.

It was also again highlighted, that CDC was setting planning conditions but did not follow them up or monitor their implementation in any way. This happened with all developments,

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not just the large developments in the village and there appeared to be a lack of urgency with CDC officers relating to these matters.

Councillor Nick Rayner asked what the Parish Council could do to address this because it had been brought up at previous meetings of the Parish Council and so far, there was no solution.

Councillor Andy Taplin reported that money in local authorities was getting very tight and because officers were not being replaced, some functions, such as Building Control, were being outsourced.

Councillor Stephen Phipps reported that he understood that position, but the CDC Councillors and Officers should be monitoring conditions on planning applications.

Councillor Nick Rayner felt that there should be framework in place if work was outsourced and targets should be agreed and monitored. This clearly was not happening.

Councillor Jenny Yates reported that all conditions on planning applications should be monitored and evidence supporting the Parish Council concerns with this process, would be given to John Westerman, Head of Building Control, at the Parish Liaison Meeting (PLM) on 10 June 2015. There would also be a request for Mr Westerman to meet with the Parish Council in due course to discuss this further.

Councillor Stephen Phipps asked if the Bovis site compound was going to be moved and Councillor Yates confirmed that it was, but no date had yet been stated.

Resolved that the report be noted.

- Proposed meeting with Victoria Prentis MP – The Parish Council would be arranging a meeting with the new MP for Bloxham, Victoria Prentis. A request would be made for Victoria to facilitate a meeting between the Parish Council and the new Secretary of State for the Department for Communities and Local Government (DCLG), Greg Clark.

Resolved that the report be noted.

- Traffic Survey – The Vice-Chairman highlighted that this item had been discussed earlier in the meeting.

Resolved that the report be noted.

22/15 BLOXHAM NEIGHBOURHOOD DEVELOPMENT PLAN (BNDP) – John Groves was unable to attend the meeting, therefore there was no update on the BNDP. Councillor Jenny Yates advised that work on the Plan was continuing.

Resolved that the report be noted.

23/15 PARISH COUNCIL MATTERS

- i) Committee Minutes and Recommendations.

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- 1) Environment Committee – The minutes of the meeting held on Thursday 14 May 2015 had been circulated prior to the meeting.

Resolved that:

- a) the report be noted;
- b) Councillor Tom Smith, on behalf of the Parish Council, be authorised to approach a land owner regarding the possible lease of a piece of land to convert into additional parking for Warriner School; **Action TS**
- c) the Parish Council sponsors a tree at the Bloxham Christmas Tree Festival 2015 and businesses be asked to purchase additional battery powered Christmas lights for use around the village; **Action KM**
- d) Ian Cooper at Cherwell District Council be asked about who was CDC's supplier for their Christmas lights; and **Action KM/NR**
- e) the installation of small 'No Parking' signs on verges around the village be approved.
Action KM

- 2) Resources Committee – The Vice-Chairman reported that there had not been a meeting of the Resources Committee since the last meeting of the Parish Council. The next meeting was scheduled for 18 June 2015.

Resolved that the report be noted.

- 3) Planning Committee – Prior to the meeting, the minutes of the meeting held on 21 May 2015 had been circulated to the Parish Council.

Resolved that the minutes be noted.

- ii) Drop-in and Chat – The next drop-in and chat sessions were being held as follows:

Saturday 13 June 2015 – Councillors Stephen Phipps and Gloria Lester-Stevens

Saturday 11 July 2015 – Councillors Mary Groves and Nick Rayner

Councillor Jenny Yates reported that many of the issues discussed at the last drop-in and chat had been about the play area because the survey had recently been sent out. The results would be available in due course.

Resolved that the report be noted.

- iii) Jubilee Park Management Committee – The Vice-Chairman reported that refurbishment works were on-going at the Hall.

There would be meeting with Bloxham School to discuss the Parish Councils' and Jubilee Park Management Committees' request for the removal of the barbed wire fence on the schools' land.

The Parish Council also expressed its thanks to Pete Smith for providing the skips during the refurbishment works at the Hall.

It was also reported that there had been two applications for the position of Village Caretaker. Councillors Nick Rayner and Jenny Yates would meet the two applicants and agree on an appointment.

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Resolved that:

- 1) the report be noted;
 - 2) Councillors Nick Rayner and Jenny Yates to interview the two applicants on 8 June 2015; and **Action TG/JY/NR**
 - 3) a letter be sent to Pete Smith thanking him for providing the skips. **Action TG**
- iv) Parish Council Documents – The Parish Council considered the following documents for 2015/2016:
- Standing Orders
 - Financial Regulations
 - Asset Register
 - Risk Register

Resolved that the documents be referred to the Resources Committee for consideration.
Action TG

- v) Ellen Hinde Hall – Prior to the meeting, a letter had been received from Carmen Guard, Trustee of Ellen Hinde Hall with regard to the grant funding which they had received from the Parish Council and also providing details of grant funding which was being applied for from other organisations.

The Parish Council commended the Ellen Hinde Hall Trustees for their hard work making improvements to the Hall and how proactive they had been, applying for grant funding to support their projects.

The Councillors asked that a letter be sent to Carmen Guard thanking her for the detailed letter and also reminding the Trustees that they would be receiving part of the £10,000 Section 106 monies from the Miller Homes Development in the village.

Resolved that:

- 1) the report be noted; and
 - 2) a letter be sent to Carmen Guard thanking her for the information she had provided.
Action TG
- vi) Christmas Tree Festival – The Vice-Chairman highlighted that item had been discussed earlier in the meeting.

Resolved that the report be noted.

24/15 FINANCE

- i) Accounts for Payment – The Clerk submitted to the Parish Council, the accounts to be paid.

Resolved that:

- 1) the following accounts be approved for payment:

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Payments	Amount	Cheque No.
Theresa Goss – Salary for June 2015	£670.25	859
Theresa Goss – Expenses for June 2015	£22.14	859
Katherine Mills – Salary for May 2015	£242.01	860
HMRC Payment for June 2015	£261.45	861
Oxfordshire County Council Pension Fund – Clerks Pension	£189.90	862
Eton College – Annual license fee for permissive path agreement	£1.00	863
Oxfordshire County Council – Room Hire at Primary School	£91.00	864
Adderbury Parish Council – Use of IT equipment	£30.00	865

- ii) Bank Reconciliation - Prior to the meeting, the Clerk had circulated the bank reconciliation as at 1 June 2015 for the Bank of Ireland bank accounts.

Resolved that the bank reconciliation be noted.

- iii) Solagen Vehicle Activated Sign (VAS) – Prior to the meeting, a quote from Solagen to repair the VAS sign on the A361 had been circulated to the Parish Council.

Resolved that the quote of £344 plus VAT be approved. **Action TG**

25/15 VILLAGE MATTERS

- i) Bloxham Recreation Ground Trustees – Councillor Jenny Yates reported that there would be a meeting with the Trustees to discuss the results of the questionnaire relating to the provision of play equipment in the village.

Resolved that the report be noted.

- ii) Thames Valley Police – Councillor Jenny Yates reported that she had attended a meeting with Thames Valley Police and over next two weeks, they would be completing a traffic watch around the area of the Warriner School

Resolved that the report be noted.

- iii) Circular Walk – Councillor Jenny Yates reported that Walk was progressing and there were a couple of outstanding issues to address.

Resolved that the report be noted.

- iv) The Slade – Councillor Stephen Phipps reported that there were still some issues to be resolved with the County Council and also information was needed from Aviva, about the Parish Council's insurance and its cover of The Slade.

Councillor Kieron Mallon would be contacting Phil Longford at Oxfordshire County about the funds to cover the legal costs, but as far as Councillor Mallon was aware, the £1,750 which had been allocated to cover the legal fees relating to the transfer, were still waiting to be spent.

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Resolved that the report be noted.

- v) First Aid Course – The Clerk reported that the next course was being run by St John Ambulance on Saturday 20 June 2015 from 10am to 1pm at Jubilee Hall. There were two places left and the Clerk would continue to advertise it until the course was full.

Resolved that the report be noted.

- vi) Village Groups – Councillor Stephen Phipps reported that Peter Barlow had written an article for the next edition of the Bloxham Broadsheet asking for volunteers to come forward to assist Keith Bennett with the litter picking that he undertakes in the village.

The Parish Council felt that this was a good idea, but it would be useful to see a copy of the article because there were at least two other litter pickers in the village and they should be referenced in the article too, even though they wished to remain anonymous.

Resolved that:

- 1) the report be noted; and
 - 2) Peter Barwell be asked to forward a copy of the article to the Clerk and in the article, reference be made to other litter pickers in the village. **Action TG**
- vii) Red Lion – Councillor Robert Giles reported that the site was falling into further disrepair and Cherwell District Council was looking into a possible compulsory purchase of the site.

The Parish Council was pleased to hear that CDC would be looking into a compulsory purchase order and asked that CDC be advised that the Parish Council supported this action.

Resolved that:

- 1) the report be noted; and
 - 2) Bob Duxbury at Cherwell District Council be advised of the Parish Council's support of the proposed compulsory purchase order on the Red Lion site. **Action TG**
- vii) Youth Club – The Clerk reported that there were currently seven boys attending the Club each week.

Resolved that the report be noted.

26/15 CORRESPONDENCE – There was nothing further to circulate.

Councillor Jenny Yates reported that there was a seminar called 'What's Next for Local Councils – England: Post General Election' being run by the National Association of Local Council (NALC) in London on 15 July 2015 and she felt it would be useful for a Parish Councillor to attend.

Councillor Yates also highlighted that Oxfordshire Association of Local Council's (OALC) Roles and Responsibilities Course was very good for new Councillors and one being held on 29 July 2015. Councillor Robert Giles advised that he would try to attend.

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The Clerk suggested that she could contact OALC and discuss with them, the provision of this course in the north of the County again, as had happened previously about 18 months ago. Other Parish Councils could be invited to attend and it would mean that Councillors in this area did not have to travel too far to receive this training.

Resolved that:

- 1) the report be noted;
- 2) Councillor Jenny Yates to attend the NALC seminar on 15 July 2015; and **Action TG**
- 3) contact be made with OALC to discuss the provision of a roles and responsibilities course being held in the north of the county. **Action TG**

27/15 MEETING DATES

Resolved that it be noted that, future meeting dates for Bloxham Parish Council were as stated below. They would all commence at 7.30pm (unless stated otherwise) in St Mary's Parish Rooms, Bloxham, and reference should be made to the agenda prior to the meeting:

6 July 2015
3 August 2015
7 September 2015
5 October 2015
2 November 2015
7 December 2015

(The meeting closed at 9.50pm)

Chairman
6 July 2015